

Important Links:

Control Panel Access: <https://cp.mycorphosting.com>

Webmail Login: <http://webmail.yourdomain.com>

Server Settings:

POP3 Server: mta.mycorphosting.com

IMAP Server: mta.mycorphosting.com

IMAP Port: 143

SMTP server: mta.mycorphosting.com

SMTP port: 587

Username: your email address

Administration Tasks:

How do I access the Control Panel?

You must first access the Control Panel via <https://cp.mycorphosting.com/>. You should have been given an admin username and password. If you do not have this information please contact tech support.

Email Tasks:

Where do I manage my email accounts?

This can be accomplished via the control panel. Once you login to the control panel, click on the E-Mail icon.



E-mail

This section provides you with managing facilities for your Qmail e-mails and maillists.

Next, click on the Mailboxes icon.



Mailboxes

You can manage E-mail addresses general parameters, mail forwarding, set and manage autoresponders. You can also add a new E-mail addresses, delete or disable an existing one.

If you have already setup email accounts you will see them listed on this page. In addition, you will see email usage, maximum quota, and any forwards that are currently in place, and a link to each user's webmail.

How do I find a user's password or change it?

Once you have navigated to the Mailboxes menu locate the user from the list and click on the display name. To see the current password click on the Show Password button. To change the password click on the Change Password button.

How do I add email forwarding to an email account?

Once you have navigated to the Mailboxes menu locate the user from the list and click on the display name. Click on the Forwarding tab and then click the Forwarding List tab. Click on Add Forwarding E-mail addresses to add an account to forward to.

By default, email will still be delivered to the account. If you would like to disable email delivery click on the Storage tab and click the Delete button.

How do I alias additional addresses to an email account?

Once you have navigated to the Mailboxes menu locate the user from the list and click on the display name. Next, click on the E-mail addresses tab and click on the Add button. Type the email address you would like to alias to the account. If you have multiple domains and only want to alias the address for one domain then make sure you select the specific domain on the pull down after the @ symbol.

Webmail:

Where and how do my users login to webmail?

You can access webmail via <http://webmail.yourdomain.com>.

Please Note: You cannot have multiple people login with the same email account at the same time. This is a security setting hard coded in our webmail system. This option cannot be changed.

What do I do if there are users having difficulties logging into webmail?

If you are using Apple Safari or Google Chrome and are having difficulties logging into our webmail system, we have an alternate login available. The link to this alternate login is available underneath the login fields on the normal webmail login page.

Spam Filtering:

Spam filtering is provided by McAfee. As the administrator of your domain we can provide you administrative access to your domain spam settings. If you would like us to set this up please contact tech support at 973.590.5100. Your users will receive an email quarantine report daily which provides you a list of emails that were quarantined as spam.

- To view quarantine items for a particular day, click on the ["View quarantined items for this day"](#) link.
- To move an email to your Inbox, click the ["Release"](#) link.
- To move an email to your Inbox and add the sender to your Allowed Senders list, click the ["Always Allow"](#) link.
- To delete all of the emails in your quarantine, click the ["Delete All"](#) link at the bottom of the Spam Quarantine Report.
- To view all quarantine items, click the ["View all quarantined messages"](#) link.
- To manually change your Allowed Senders as well as modifying other settings you can click on the ["To change your preferences and spam report settings link"](#) on the bottom of the email.

These links in the quarantine report email remain active as a result we recommend that you keep the current day's quarantine report email in your inbox so you can periodically visit the links. If you would prefer to login to the control access and check your quarantine you can gain access by going to the Control Console website and clicking on the "Forgot your password or need to create a password?" link. The Control Console can be accessed via <https://console.mxlogic.com/>.

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